

# Flatirons Library Consortium

## Request for Proposal

### Courier Services

Issue Date: 10/15/2019

Due Date: 11/15/2019

#### Contact

Betsy Stroomer: [betsystroomer@gmail.com](mailto:betsystroomer@gmail.com) or Roberta Depp: [rdepp@msn.com](mailto:rdepp@msn.com)

1. The Contract period shall be January 1, 2020 to December 31, 2020.
2. The Contract may be extended up to four (4) one-year periods, if all terms and conditions remain the same and are agreeable by both parties.
3. The Contract may be terminated upon written notice to the vendor if conditions are not met to the satisfaction of the consortium.
4. The vendor must be bonded in the amount of \$5,000 minimum.
5. Service will begin January 1, 2020 for daily pickup and delivery of library materials, Monday through Friday, excluding holidays, as noted in Schedule C, between public library facility locations, as noted in Schedule D.
6. Average, minimum and maximum delivery amounts are listed. FLC strives to keep the delivery amounts as consistent as possible in the amount picked up and delivered as well as delivery time at each library. Due to unforeseeable situations, these numbers may fluctuate over the contract period.
7. The vendor must be capable of picking up and delivering bins of books listed in the Delivery Schedule
8. Questions may be directed to: Betsy Stroomer: [betsystroomer@gmail.com](mailto:betsystroomer@gmail.com) or Roberta Depp: [rjdepp@msn.com](mailto:rjdepp@msn.com)

**Schedule A: Library Schedules**

Location	Days	Access Hours
Broomfield Library 3 Community Park Rd, Broomfield CO 80020	M-F	9 a.m. - 5 p.m.
Louisville Public Library 951 Spruce Street, Louisville, CO 80027	M – F	9 a.m. - 5 p.m.
Lafayette Public Library 775 W. Baseline Road, Lafayette, CO 80026	M – F	9 a.m. - 5 p.m.
Boulder Main Branch 1001 Arapahoe Road, Boulder, CO	M – F	9 a.m. - 5 p.m.
Resource Services - located in the north wing of the main library 1001 Arapahoe Road, Boulder, CO	M – F	9 a.m. - 5 p.m.
Meadows Branch Library 4800 Baseline, Boulder, CO	M – F	9 a.m. - 5 p.m.
Reynolds Branch Library 3595 Table Mesa, Boulder, CO	M – F	9 a.m. - 5 p.m.
NoBo Corner Library 4600 Broadway, Boulder, CO 80304	M-T	9 a.m. - 5 p.m.
Longmont Public Library 409 4th Ave, Longmont, CO 80501	M – F	9 a.m. - 5 p.m.
Loveland Public Library 300 N Adams Ave, Loveland, CO 80537	M – F	9 a.m. - 5 p.m.
Superior Stop (potential addition to contract)	M – F	9 a.m. - 5 p.m.

**Schedule B: Holidays (2020)**

New Year's Day	January 1	Wednesday
Martin Luther King, Jr. Day	January 20	Monday
Presidents' Day	February 17	Monday
Memorial Day	May 25	Monday
Independence Day	July 4	Friday
Labor Day	September 7	Monday
Veterans Day (Observed)	November 11	Wednesday
Thanksgiving Day	November 26	Thursday
Christmas Eve	December 24	Thursday
Christmas Day	December 25	Friday
New Year's Eve	December 31	Thursday

**Schedule C: Proposed Route and Mileage**

Destination	Mileage (current)	Mileage with New Potential Stop
Start Broomfield Library		
Broomfield to Lafayette	7.3	7.3
Lafayette to Louisville	3.6	3.6
Louisville to Superior		3.4
Louisville/Superior to Boulder – Meadows Branch	7.4	6.2
Boulder – Meadows Branch to Boulder George Reynolds Branch	2.2	2.2
Boulder – George Reynolds Branch to Boulder – Main	3.1	3.1
Boulder – Main to Boulder NoBo Corner Library	3.3	3.3
NoBo Corner Library to Longmont Public Library	15.3	15.3
Longmont Public Library to Loveland Public Library	17.5	17.5
<b>Total</b>	<b>60</b>	<b>62</b>

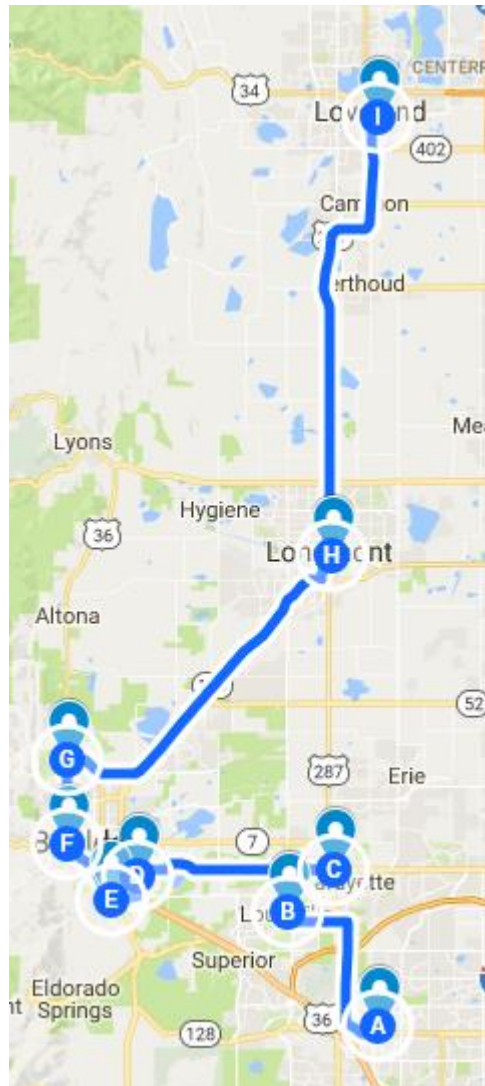
Directions from Mamie Doud Eise...

 Driving

- A** Mamie Doud Eisenhower Pu...
- B** Louisville Public Library
- C** Lafayette Public Library
- D** Boulder Public Library - Mea...
- E** Boulder Public Library - Geor...
- F** Boulder Public Library - Main...
- G** Boulder Public Library - NoB...
- H** City of Longmont Public Libr...
- I** Loveland Public Library

[Add Destination](#)

[Click Here for Interactive Map](#)



## Schedule D: Delivery

All library materials are routed in stackable plastic bins that are 22" W x 15" D x 8" H. Bins are provided by the library weight on average 35 pounds each. The figures below are meant to be guidelines to weekly fluctuations. The libraries may at times exceed maximum bin counts and this is not intended to be a limit to the number of bins. Occasionally there are materials sent in non-stackable bins sent between libraries. These are not to exceed 60 lbs. See route description for additional info.

Location	Delivered	Pickup
Broomfield Library 3 Community Park Rd, Broomfield CO 80020	Max Bins: 40 Min Bins: 9 Ave Bins: 16	Max Bins: 40 Min Bins: 8 Ave Bins: 16
Louisville Public Library 951 Spruce Street, Louisville, CO 80027	Max Bins: 30 Min Bins: 10 Ave Bins: 14	Max Bins: 30 Min Bins: 9 Ave Bins: 14
Lafayette Public Library 775 W. Baseline Road, Lafayette, CO 80026	Max Bins: 30 Min Bins: 6 Ave Bins: 11	Max Bins: 36 Min Bins: 6 Ave Bins: 13
Boulder Main Branch 1001 Arapahoe Road, Boulder, CO  Resource Services - located in the north wing of the main library	Max Bins: 60 Min Bins: 24 Ave Bins: 30  Technical services items are moved between the library wings and branches. See route description for additional info.	Max Bins: 60 Min Bins: 20 Ave Bins: 30
Meadows Branch Library 4800 Baseline, Boulder, CO	Max Bins: 30 Min Bins: 8 Ave Bins: 10	Max Bins: 32 Min Bins: 6 Ave Bins: 10
Reynolds Branch Library 3595 Table Mesa, Boulder, CO	Max Bins: 30 Min Bins: 5 Ave Bins: 12	Max Bins: 30 Min Bins: 8 Ave Bins: 12
NoBo Corner Library 4600 Broadway, Boulder, CO 80304	Max Bins: 9 Min Bins: 2 Ave Bins: 4	Max Bins: 9 Min Bins: 3 Ave Bins: 4
Longmont Public Library 409 4th Ave, Longmont, CO 80501	Max Bins: 50 Min Bins: 14 Ave Bins: 24	Max Bins: 50 Min Bins: 11 Ave Bins: 24
Loveland Public Library 300 N Adams Ave, Loveland, CO 80537	Max Bins: 40 Min Bins: 7 Ave Bins: 14	Max Bins: 40 Min Bins: 6 Ave Bins: 14
Superior 1500 Coalton Road Superior, CO 80021	Max Bins: 5 Min Bins: 1 Ave Bins: 2	Max Bins: 5 Min Bins: 1 Ave Bins: 2

## **Schedule E: Library Route Description**

### **All Locations**

Empty bins may need to be moved around the system to make sure that each library has the appropriate amount. Staff will set aside and label these with a routing slip. The Contractor will pick up and deliver as needed. Before beginning the contact, the contractor will have the opportunity for a walk through of all libraries with opportunities for questions and comments.

### **Broomfield**

At Broomfield Library, the Contractor will pull into the bookdrop driveway and park the truck near the staff entrance door. At this time, they will call 720-887-2301 for staff to open the door. If there is no answer there is also a doorbell near the entrance. The Contractor will place incoming bins on the sorting platform in the circulation workroom and stack any additional bins on both sides of it up to 5 bins high. The outgoing bins are located across from the incoming bins and are sorted according to library. The door may not be propped open. Staff will accompany the driver to the back door if multiple trips are required.

### **Lafayette**

At Lafayette Library, the Contractor is given an access card to get into the library during closed times. The Contractor will park at the main entrance and will have access to the building. The incoming bins will be placed at the far West end of the circulation workroom (against the window). Outgoing bins are stacked against the wall opposite the room's entrance. Bins are not sorted according to library.

### **Louisville**

At Louisville Library, the Contractor will back into the loading dock entrance located in the back of the library. The doorbell is located to the right of the door and staff will let the Contractor in. The bins are located in the circulation work area just past the receiving room doorway (go right through the doorway and then left to the circulation work area). There is a post that sits in the middle of the small area where the bins are located. The drop off is the right side of the post and the pickup is to the left closest to the doorway. Outgoing bins are not sorted according to library.

### **Boulder**

For Boulder Libraries, all outgoing gray CLiC bins from the branches will be delivered to the main library. Boulder libraries also use open totes to distribute materials between libraries and will provide a tarp to cover bins during inclement weather.

### **Boulder – George Reynolds**

At Reynolds Branch Library, the Contractor will park in a parking spot within the library parking lot. If no spot is available, the Contractor can double park behind currently parked cars and will not park in the handicapped spot. In the case of double parking, the Contractor will notify staff they are double parked and will process the delivery as quickly as possible. The Contractor will have a keycard giving access to the side entrance door. Incoming bins will be placed by the sorting machine PC in front of the manual trolley and to the south of the computer workstation. Outgoing bins are sorted by library and are located along the two walls to the left and right of the AMH room. Occasionally, there will be

cardboard boxes of discarded items that need to be taken to the Main Library. The box will be placed with outgoing bins and labeled for Main.

### **Boulder - Main and Resource Services**

At the Boulder - Main Library, the Contractor will park at the curb of the main entrance. The Contractor will have a keycard giving access to the book drop workroom door and elevator. Incoming red FLC bins will be placed in front of the table in the middle of the book drop workroom. Incoming branch totes with white labels will be placed next to the staff computer of the book return machine (AMH). Incoming branch totes with lavender "Priority" labels will be placed next to the staff computer on the north wall of the book drop sorting area. Outgoing bins are sorted by library and are stacked along the south wall of the book drop. On occasion, non-bin items will need to be transported to the branch libraries. This is not frequent but occurs about twice per month. These non-bin items include (but are not limited to): a case of printer paper, plastic totes with Storytime supplies, rolled poster boards, and various mid-size cardboard boxes. These items will be placed nearest the receiving branch book bins.

The Contractor will retrieve totes from Resource Services located on the North side of the building. The totes for the main branch will be delivered to the book drop workroom: totes with red "Hold" labels will be placed next to the staff computer on the north wall of the book drop sorting area; the rest of the totes for Main will be placed next to the staff computer of the book return machine. Totes for the branches go directly on the truck for next day delivery.

Cardboard boxes of discarded items arriving from the branches will be placed in the basement maintenance area, located to the left when exiting the elevator. Boxes should be placed on the designated cart.

### **Boulder - Meadows**

At Meadows Branch Library, the Contractor will park at the curb outside of the main entrance. The incoming open grey bins will be placed next to the sorting machine PC in the circulation work area. The incoming red closed bins will be stacked in front of the small table outside of the Branch Manager's office. Outgoing bins are arranged/sorted by library and are located along the wall across from the sorting machine, under the sorting machine intake (Loveland), and at the end of the sorting machine (MAIN Priority), and against the wall across the staff hallway from the Main Priority area (CLIC). Occasionally, there may be cardboard boxes of discarded items that need to be taken to the Main Library. These boxes/items will be placed with outgoing MAIN Priority bins and labeled for Main.

### **Boulder- NoBo Corner Library**

At NoBo Corner Library, the Contractor will park in the loading zone across the street from the library. The Contractor will have a key to access the library and has the security code. The incoming bins will be placed, in between the two staff desks. Please place the incoming bins on the wooden cart with wheels, if possible. Outgoing bins are located along the west wall behind the desk. Occasionally, there will be cardboard boxes of discarded items that need to be taken to the Main Library. The boxes will be placed with outgoing bins and labeled for Main. On Thursday, the Contractor will drop off and pick up as usual but will also need to disarm the building and pack up and pick-up bookdrop bins using the following instructions.

#### **PICK-UP:**

- Pick up the usual Contractor gray bins, near the staff area/refrigerator.
- Organize the returns from the bookdrop into empty gray bins. The empty bins are either in the bookdrop area or in a stack located near the staff area/refrigerator



- There will be a folder labeled “Weekend Contractor” on top of our front staff desk in a white container. Take a card labeled “NoBo Bookdrop, please backdate” and put it in the front holder of each gray bin.

### **Longmont**

The Contractor will back into the Longmont loading dock located to the South of the Emery Street library staff entrance. The Contractor will ring the doorbell located to the right of the loading dock doors. The incoming bins will be set on top of the bin table located in the circulation workroom. No more than 1 bin high on the table. Additional bins that do not fit on the table will be stacked along the wall behind the table up to 5 bins high. Outgoing bins are located on the other side of the table and are not sorted according to library. Staff working at the phone desk will record number of incoming and outgoing bins, date and time. We will be asking every day how many we are receiving.

### **Loveland**

The Contractor will park at the curb by the library entrance and enter the library through the main entrance during open hours. The incoming bins will be placed in the hallway outside the circulation workroom. Outgoing bins will be placed inside the circulation workroom. Bins for the four libraries that receive the most bins from us are sorted according to each library (Boulder – Main, Longmont, Louisville, and Broomfield). Other libraries/branches are stacked together (usually only 3 or 4 bins total) in one stack, but at right angles to denote the different libraries.

### **Superior**

The Contractor will back into the loading dock and ring the doorbell. Incoming bins will be stacked in the designated backroom area. Outgoing bins of returned items will be waiting in the designated area in the back room. All returns will go back to Louisville to be sorted by destination library.

## **PART II: Required Proposal Response**

### **PROPOSAL CONTENT**

The proposal must contain all of the following information, in the same sequence as presented below. Each proposal should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP.

Form 1. ACCEPTANCE OF TERMS AND CONDITIONS

Form 2. CLIENT, SERVICE AND CONTACT INFORMATION

Form 3. BID PROPOSAL FORMS

SCHEDULE A: 5 DAY PROPOSAL FORM

**Form 1: ACCEPTANCE OF TERMS AND CONDITIONS**

Use this form to indicate exceptions that your firm takes to any terms and conditions listed in the Services Contract Boilerplate attached to this RFP, as well as the RFP itself. Proposals which take exception to the specifications, terms, or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reasons(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean that the proposer accepts the conditions, terms, and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP, please indicate so.

List exceptions here:

Signed,

By: \_\_\_\_\_

Title

Date

For: \_\_\_\_\_

I. As part of this bid package please provide a list of current and former clients. Include names of persons we can contact for information regarding your service. This information will be used to evaluate each vendor's service record. Attach additional reference information if desired.

a) Client

Contact person \_\_\_\_\_ phone \_\_\_\_\_

Service Description \_\_\_\_\_

Dates of Service \_\_\_\_\_

b) Client

Contact person \_\_\_\_\_ phone \_\_\_\_\_

Service Description \_\_\_\_\_

Dates of Service \_\_\_\_\_

c) Client

\_\_\_\_\_ phone

Contact person \_\_\_\_\_

Service Description \_\_\_\_\_

Dates of Service \_\_\_\_\_

**II. Service information**

a) Total number of years the company has performed courier services: \_\_\_\_\_

b) Vehicle description: \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

c) Have you had any incidents resulting in injury and/or loss of goods in the last 5 years?  
Yes No      *Answering 'Yes' will not disqualify you from the proposal process.*

d) What is your total liability insurance coverage in reconstruction of lost funds per single consignment?  
\_\_\_\_\_

e) What services can you offer over other vendors? \_\_\_\_\_

f) What are your normal working hours?

g) Can you meet the stated 5-Day schedule?    Yes    No    If not, what are the restrictions?

i) If you are an individual describe your current employment?

j) Other pertinent information:

## II. Vendor Information

Company Name:

Address:

Contact Person Name:

Phone:

Email:

**SCHEDULE A. 5 DAY PROPOSAL FORM**

**FLATIRONS LIBRARY CONSORTIUM INVITATION TO  
 BID**

**2020 LIBRARY COURIER**

**I. COSTS FOR SCHEDULED SERVICE**

All proposals for Schedule A shall be submitted on this form. The consortium will select only one vendor. The consortium shall endeavor to award the contract to the lowest responsible bidder considering price, delivery, quality, service and the ability to meet all requirements specified. The contract may be extended for up to four (4) one-year periods if all terms and conditions remain the same and if mutually agreeable. Vendors are invited to price service using a daily charge rate, per stop charge rate or a combination of daily and per stop charge rates.

Day	Stops / day	Days/ year	Charge / stop	Daily charge	Total Annual Charge
Monday	9	48			
Tuesday	9	52			
Wednesday	9	51			
Thursday	9	50			
Friday	8	50			
<b>Total</b>	<b>45</b>	<b>251</b>			

**II. NON-SCHEDULED COSTS**

The cost for the potential Superior added stop: \$\_\_\_\_\_ per day

The cost for any non-scheduled, special request pick-ups or deliveries will be charged at

\$ \_\_\_\_\_ per pick-up/delivery.

**III. OTHER COSTS**


Itemize any other charges not requested or mentioned.

**THE COSTS MUST BE ALL INCLUSIVE. ADDITIONAL CHARGES NOT ITEMIZED HERE WILL NOT BE ACCEPTED.**

Vendor Name \_\_\_\_\_

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_